SERVICE FORECAST
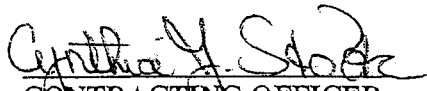# PERIOD 3, AMENDMENT 6

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
                              (PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2002 THROUGH JUNE 30, 2002

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS
AND OPERATING PLANS" OF THE SUBJECT CONTRACT.

_____   JUNE 14, 2002
CONTRACTING OFFICER   DATE

PAAC Contract NAS5-00047
SERVICE FORECAST

PAAC SO #	Description	Per 1 End	Per 2 End	Per 3 Amdt 1	Per 3 Amdt 2	Per 3 Amdt 3	Per 3 Amdt 4	Per 3 Amdt 5	Per 3 Amdt 6	Contract to Date
101	Code 101 PJ CTL									
101-02	International Travel									
110	OHR PJ CTL				Revised					
110-02	OHR Recruitment Office				Revised					
114	OHR Training PJ CTL									
114-02	Training Analyst				New					
151-01	FMD Accounting									
151-03	IFMP Accting Backfill									
155-01	HQ Accounting									
155-03	HQ Professional Dev. Pgm.						New			
201-02	Inst. Support Off. Accounting									
300	OFA PJ CTL									
401-01	KSC Field Office PJ CTL									
401-02	MIO						Closed			
403	FPRO PJ CTL									
403-02	PJ Sppt Website Committee									
405-01	NTRO Project						New		Revised	
410	EXP PJ CTL									
415-01	GOES PJ CTL									
415-02	GOES N-Q PJ CTL									
415-03	GOES-R PJ CTL									
420	EOS-G PJ CTL									
420-02	EOS-G Outreach									
420-03	GPM PJ CTL				New			Revised		
420-04	LDCM PJ CTL				New		Revised			
422	EOS PM PJ CTL							Revised		
422-02	EOS PM Outreach							Revised		
423	ESDIS PJ CTL									
424	EOS CHEM PJ CTL							Revised		
425	ICESat PJ CTL									
425-02	ICESat/GLAS									
426-01	ESMO PJ CTL									
429	NPP PJ CTL									
440	HST PJ CTL									
442	HST FS&S PJ CTL									
443	NGST PJ CTL									
444	SSMO PJ CTL									
450	MSPO PJ CTL									
451	Space Network Project Web					Closed				
454	TDRS PJ CTL									
456	Rapid S/C DEV. PJ CTL									
460-01	STP PJ CTL									
460-02	STP/TIMED							Closed		
460-04	STP Outreach									
460-05	STP Budget Data Base					Closed				
460-07	STP External Outreach									
460-09	Living With a Star PJ CTL									
460-10	Living With a Star PJ Off Sppt									
460-11	Solar Dynamics Observatory Project				New					
470	ESSPO PJ CTL									
474	TRIANA PJ CTL				Closed					
480	POES PJ CTL									
480-02	EUMETSAT Sched Sppt									
490	New Millenium EO-1, LISA and ST7									
490-02	Constellation-X PJ CTL					New				
490-03	LISA PJ CTL						New			
495	ST5 PJ CTL									
501	Website Sppt to AETD BMO									
541	Mat Eng Branch PJ CTL				Closed					
543-01	ASTRO E-2 CM					Closed				
550-01	Server Ops and Admin Sppt					New				
551	Optics Branch PJ CTL									
571	GN&C Sys Eng Branch PJ CTL								Closed	
603	Code 603 PJ CTL									
630	SSDOO PJ CTL									
696	SOUNDING ROCKETS									
700-01	GPM PJ CTL					Closed				
700-03	Constellation-X PJ CTL / Web					Closed				
703-01	NOO PJ CTL					Closed				
710	C-E Tech. Dev. Pgm.									
710-02	NTID PJ CTL									
740	Flight Instr Div PJ CTL									
740-01	GLAST PJ CTL									
740-15	GLAST ACD Instr PJ CTL									
740-16	PFO Info Mgmt Sys Dev						Closed			
740-17	PFO Database Dev						Closed			
740-18	Server Ops and Admin Sppt						Closed			
740-19	MLA Instr PJ CTL				Revised					
900-01	Project Control									
900-02	Project Control									
900-03	Project Control									
900-04	Project Control									
900-06	Project Control									
900-07	Project Control									
900-08	Project Control									
900-09	Project Control									
900-11	Project Control									
900-12	Project Control									
900-13	Project Control									
900-14	Project Control									
900-15	Project Control									
900-16	Travel Admin Sppt									
900-17	Global Change Data Center									
900-18	Sched Sppt for SLR2000 Proj									
900-19	Gen Bus Sppt to GPM Office									
New =		80	108	0	4	2	3	0	0	117
Revised =		20	47	0	3	0	1	4	1	56
Closed =		9	22	0	2	6	4	1	1	36
Active =		71	86							81
										Totals

Note 1 - Periods 1 and 2 data has been hidden and appears only in summary form.
The data can be unhidden for review.
Note 2 - Service Order 740 is a composite of 533s 740-07, 740-08, 740-09, 740-10,
740-11, 740-12, and 740-14.

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 405-01 Title: IFM Projects	Service Forecast Originator: Walter Flournoy, 301-286-0421 IST Leader: Richie Weiss

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, 8 – Scheduling and Planning (QSS JCN: 3047-441-39   Boeing CCN: UAV405S1)

- Determine and recommend processes required to provide responses and data for various Center management and institutional reporting functions. Identify, develop, implement, and keep current all project control activities.
- Analyze developmental project status against Center commitments.
- Develop integrated master schedule identifying the Project's external interface dependencies.

DELIVERY SCHEDULE (Scheduling & Planning):

- Provide schedule visibility to support project management (as required)
- Provide metrics to support contractor evaluation (as required)
- Provide program review schedules (monthly)
- Provide special charts, metrics, and/or schedules (as required)

Performance Requirement 7, 8 – Configuration Management (QSS JCN: 3047-442-39)

The Contractor shall provide configuration management support for the New Technology for Re-engineered Operations Project (Code 405) and other GSFC Flight Projects, as required. The Contractor shall be responsible for the execution of the resulting quality assurance process and provide reports to the GSFC's NTRO Project management team and technical staff. The Contractor shall identify a Quality Assurance Manager to support the NTRO Project to serve as the configuration, quality, and documentation management liaison with IFM Program, NTRO Project, and the Integration Project Office (IPO) configuration management staff. The Contractor shall utilize, track, and manage the Rational Tool Suite (RequisitePro, ClearCase, and ClearQuest) and user interface design for the Program level configuration management tools. The Quality Assurance Manager responsibilities shall include performing planning, identifying processes, and leading GSFC's NTRO Project quality assurance management efforts. This support shall also include the necessary planning and associated process development to assist the GSFC's NTRO Project Office in meeting conformance requirements to NASA procedures and guidelines as well as the International Standards Organization (ISO) 9001 standard. The Contractor shall provide support including: preparing the Project for first and second party ISO audits, identification of needed procedures, work instructions, and other required documents. The Contractor shall support the operation of a Configuration Management (CM) system for the NTRO Project Office, as detailed in the following paragraphs:

- Maintenance of the NTRO Project master CM files, in the IFM Virtual Office, IFM Project Website and CCMS in a secure environment as outlined in the IFM Program's Framework Document dated January 2002 and associated updates.

- Ensure that the NTRO Configuration Management Plan that is compliant with Goddard Management Instruction (CMI) requirements and the NTRO Project Plans.

- Review the CM Plans, Configuration Item Lists (CIL), and Configuration Change Request (CCR).
- Tracking and distribution of incoming CCRs, preparation of CCB agenda, and the coordination of the NTRO CCB meetings.
- Preparation of potential CM Directives and other CM correspondence resulting from CCB action.
- Preparation and tracking of CCR status reports and other tailored reports using the automated CM database.
- Ensure the NTRO Project is in continual compliance with established Agency, Center, Program, Project policies, procedures, and all current federal statutory and regulatory requirements.

DELIVERY SCHEDULE (Configuration Management):

- NTRO CM and QM Plans and Updates
- CCB Agendas/Meetings and CCR Status Reports
- Others Reports, Status, and Updates as identified above.

Performance Requirement 10 – Documentation / Library (QSS JCN: 3047-444-39)

The Contractor shall provide support for the collection and storage of NTRO Project documents in the appropriate library locations and in secure environments. The NTRO Project Office documents shall be electronically stored in a secure environment on the Project Web Sites, Code 405 Virtual Office, or applicable Centralized Configuration Management System (GSFC's CCMS). As needed, hardcopies of documents shall be stored, indexed, and managed in a central library location within the Project Office. Using guidance provided by the Project the Contractor shall provide documentation management procedures for managing Project documents. These procedures shall ensure that current versions of documents are appropriately and timely stored, and that documents are not stored in more than one location in order to avoid duplication, confusion, and errors. The Contractor shall support the NTRO Project with the following:

- Provide support for web-site project data management and serve as liaison between IFM Program and NTRO Project.
- Update NTRO Project web-site with current information and data while insuring all project documentation is updated in a consistent manner as established by the IFM program policies and guidelines and NTRO Projects CM and documentation procedures.
- Provide NTRO Project documentation to the NTRO Project web-site administrator for posting.

DELIVERY SCHEDULE (Documentation Management):

- Project Documents (monthly and periodic)
- Documentation and Document Status/Reports (as requested)
- Electronic Storage of Project Documents (as required)

Performance Requirement 12 – General Business (QSS JCN: 3047-446-39)

- Provide logistics support including coordinating and developing plans to accomplish facility modifications, determination of space and telephone requirements, establishment of move schedules, physical relocation of personnel and equipment and maintenance of property inventory.
- Prepare monthly resource and technical status reviews, newsletters, presentations, charts, and graphics. Preparation of this material shall include gathering data, coordinating inputs and updates, and assembling data into finished products (i.e., pre-MSR, MSR, etc.).

DELIVERY SCHEDULE (General Business)):

- Status Project Status Review
- Status Monthly Status Review
- Status Quarterly Status Review
- Action Item List

SERVICE FORECAST
PERIOD 3, AMENDMENT 5

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
                           (PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2002 THROUGH JUNE 4, 2002

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS
AND OPERATING PLANS" OF THE SUBJECT CONTRACT.

CONTRACTING OFFICER   MAY 14, 2002

                             DATE

PAAC ID	Description	Per 1 End	Per 2 End	Per 3 Amdt 1	Per 3 Amdt 2	Per 3 Amdt 3	Per 3 Amdt 4	Per 3 Amdt 5	Contract to Date
101	Code 101 PJ CTL								
101-02	International Travel								
110	OHR PJ CTL				Revised				
110-02	OHR Recruitment Office				Revised				
114	OHR Training PJ CTL								
114-02	Training Analyst				New				
151-01	FMD Accounting								
151-03	IFMP Accting Backfill								
155-01	HQ Accounting								
155-03	HQ Professional Dev. Pgm.						New		
201-02	Inst. Support Off. Accounting								
300	OFA PJ CTL								
401-01	KSC Field Office PJ CTL								
401-02	MIO						Closed		
403	FPRO PJ CTL								
403-02	PJ Sppt Website Committee								
405-01	NTRO Project						New		
410	EXP PJ CTL								
415-01	GOES PJ CTL								
415-02	GOES N-Q PJ CTL								
415-03	GOES-R PJ CTL								
420	EOS-G PJ CTL								
420-02	EOS-G Outreach								
420-03	GPM PJ CTL				New			Revised	
420-04	LDCM PJ CTL				New		Revised		
422	EOS PM PJ CTL							Revised	
422-02	EOS PM Outreach							Revised	
423	ESDIS PJ CTL								
424	EOS CHEM PJ CTL							Revised	
425	ICESat PJ CTL								
425-02	ICESat/GLAS								
428-01	ESMO PJ CTL								
429	NPP PJ CTL								
440	HST PJ CTL								
442	HST FS&S PJ CTL								
443	NGST PJ CTL								
444	SSMO PJ CTL								
450	MSPO PJ CTL								
451	Space Network Project Web					Closed			
454	TDRS PJ CTL								
456	Rapid S/C DEV. PJ CTL								
460-01	STP PJ CTL								
460-02	STP/TIMED							Closed	
460-04	STP Outreach								
460-05	STP Budget Data Base					Closed			
460-07	STP External Outreach								
460-09	Living With a Star PJ CTL								
460-10	Living With a Star PJ Off Sppt								
460-11	Solar Dynamics Observatory Project				New.				
470	ESSPO PJ CTL								
474	TRIANA PJ CTL				Closed				
480	POES PJ CTL								
480-02	EUMETSAT Sched Sppt								
490	New Millenium EO-1, LISA and ST7								
490-02	Constellation-X PJ CTL					New			
490-03	LISA PJ CTL						New		
495	ST5 PJ CTL								
501	Website Sppt to AETD BMO								
541	Mat Eng Branch PJ CTL				Closed				
543-01	ASTRO E-2 CM					Closed			
550-01	Server Ops and Admin Sppt					New			
551	Optics Branch PJ CTL								
571	GN&C Sys Eng Branch PJ CTL								
603	Code 603 PJ CTL								
630	SSDOO PJ CTL								
696	SOUNDING ROCKETS								
700-01	GPM PJ CTL					Closed			
700-03	Constellation-X PJ CTL / Web					Closed			
703-01	NOO PJ CTL					Closed			
710	C-E Tech. Dev. Pgm.								
710-02	NTID PJ CTL								
740	Flight Instr Div PJ CTL								
740-01	GLAST PJ CTL								
740-15	GLAST ACD Instr PJ CTL								
740-16	PFO Info Mgmt Sys Dev						Closed		
740-17	PFO Database Dev						Closed		
740-18	Server Ops and Admin Sppt						Closed		
740-19	MLA Instr PJ CTL				Revised				
900-01	Project Control								
900-02	Project Control								
900-03	Project Control								
900-04	Project Control								
900-06	Project Control								
900-07	Project Control								
900-08	Project Control								
900-09	Project Control								
900-11	Project Control								
900-12	Project Control								
900-13	Project Control								
900-14	Project Control								
900-15	Project Control								
900-16	Travel Admin Sppt								
900-17	Global Change Data Center								
900-18	Sched Sppt for SLR2000 Proj								
900-19	Gen Bus Sppt to GPM Office								
New =		80	108	0	4	2	3	0	117
Revised =		20	47	0	3	0	1	4	55
Closed =		9	22	0	2	6	4	1	35
Active =		71	86						82
									Totals

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740-11, 740-12, and 740-14.

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

| Customer ID: 420-03 | Service Forecast Originator: Ann Travis |
| Title: GPM Project Control | IST Leader: Richie Weiss   5/03/02 |

TECHNICAL REQUIREMENTS:

	Sched. & Plan.	CM	MIS	Doc./Lib.	Gen. Bus.
QSS JCNs	3047-E31-39	3047-E32-39	3047-E33-39	3047-E34-39	3047-E36-39
Boeing CCNs	UAV420S2	UAV420C1	UAV420M1	UAV420D1	UAV420B2

Performance Requirement 4, 5, & 6 - Scheduling and Planning
- Develop and maintain instrument and spacecraft schedules and develop an integrated scheduling system.
- Perform schedule analysis and forecast potential impacts to the Project management.
- Provide schedules, milestone charts, float/trend charts and critical path data for the Project reviews.
- Participate in hardware reviews and visit the hardware providers' facility and validate their schedule process.
- Develop charts to provide management with immediate visibility of hardware schedule status.

Performance Requirement 7 & 8 - Configuration Management
- Maintain Configuration Control of the Project baseline documentation.
- Manage and coordinate the Configuration Change Control packages, schedule and implement all activities associated with the Configuration Control Board (CCB) reviews.
- PAAC CCB secretary responsible for generating the CCB minutes and distribution of approved change packages.
- Maintain the CM Status Accounting Data Base to track C&R development, disposition, and implementation.
- Prepare a Configuration Management Plan.

Performance Requirement 9 - Management Information Systems
- Design, operate, and maintain Management Information Systems (MIS), including hardware, software, and local area networks, and conduct analyses of project data and breakdown/set-up project critical personal computer equipment for personnel that relocate.
- Design, develop, and maintain educational outreach web sites.
- Provide technical support for external organizations involved in outreach.
- Provide "Help Desk" service for troubleshooting, problem analysis/resolution, and training on MIS provided hardware, software, and database applications.
- Design and produce multi-media for educational web site.

Performance Requirement 10 - Documentation / Library
- Design, develop, and update systems for control, storage, and dissemination of all project technical and general correspondence documentation.
- Maintain computerized databases current for all Documentation/Library items.
- Develop and implement procedures, forms, and reports for maintenance for Documentation/Library status accounting.
- Provide Project management with reporting and statusing as a requirement.

Performance Requirement 12 – General Business

- Responsible for move coordination whenever elements of the Project are scheduled for moves or facilities modifications; these duties include:
  - Interfacing with Project to identify requirements
  - Prepare request forms for FMD mods and for moves
  - Phone and LAN installations
  - Overall logistic management
- Interface with appropriate managers to collect data to prepare monthly and quarterly review packages.
- Property custodian maintaining NASA property records and conducting inventories as required.
- Provide support to the Project in developing the Project manpower and travel budget requirements.
- Facilitate workshops.
- Telephone coordinator preparing required request forms and coordinating installations of phone instruments and LAN Connection.
- Prepare and modify drawings, flow charts, diagrams, schedules, and narrative charts for project presentation and reports.
- Facilitate an Outreach program.

DELIVERABLES

- Status CM Data Base and Distribution
- Coordinate CCB
- Configuration Management Plan
- Status Project Status Reviews
- Status Monthly Status Review
- Status Quarterly Status Review

Other deliverables that occur on a monthly basis as a result of the status accounting cycle, as well as items on an ad hoc basis include:
- Configuration Control Board (CCB) Minutes
- Configuration Change Request (CCR) Status Report
- Open CCR Status Report
- Action Item List

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID:	422	Service Forecast Originator: Mark Fontaine
Title:	EOS PM Project Control	IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 5 - Scheduling and Planning (Data Structure) (QSS JCN: 3047-G11-39)
(Boeing CCN: UAV422S1)

- Develop and maintain instrument and spacecraft schedules and develop an integrated scheduling system.
- Perform schedule analysis and forecast potential impacts to the EOS PM Project management.
- Provide schedules, milestone charts, float/trend charts and critical path data for the Project reviews.
- Participate in hardware reviews and visit the hardware providers facility and validate their schedule process.
- Develop charts to provide management with immediate visibility of hardware schedule status.

Performance Requirement 7 - Configuration Management (QSS JCN: 3047-G12-39)
(Boeing CCN: UAV422C1)

- Maintain Configuration Control of the EOS-PM Project baseline documentation.
- Manage and coordinate the Configuration Change Control packages, schedule and implement all activities associated with the Configuration Control Board (CCB) reviews.
- SEIMSS CCB secretary responsible for generating the CCB minutes and distribution of approved change packages.
- Maintain the CM Status Accounting Data Base to track C&R development, disposition and implementation.

Performance Requirement 9 - Management Information Systems (QSS JCN: 3047-G13-39)
(Boeing CCN: UAV422M1)

- Design, operate, and maintain Management Information Systems (MIS), including hardware, software, and local area networks, and conduct analyses of project data and breakdown/set-up project critical personal computer equipment for personnel that relocate.
- Design, develop, and maintain educational outreach web sites.
- Provide technical support for external organizations involved in outreach.
- Provide service for troubleshooting, problem analysis/resolution, and training on MIS provided hardware, software, and database applications.
- Design and produce multi-media for educational web site.

Performance Requirement 10 - Documentation / Library (QSS JCN: 3047-G14-39) (Boeing CCN: UAV422D1)

- Design, develop, and update systems for control, storage, and dissemination of all project technical and general correspondence documentation.
- Maintain computerized databases current for all Documentation/Library items.
- Develop and implement procedures, forms and reports for maintenance for Documentation/Library status accounting.
- Provide Project management with reporting and statusing as a requirement.

Performance Requirement 12 - General Business   (QSS JCN: 3047-G1-39) (Boeing CCN: UAV422B1)

- Responsible for move coordination whenever elements of the EOS PM Project are scheduled for moves or facilities modifications; these duties include:
    - Interfacing with Project to identify requirements
    - Prepare request forms for FMD mods, and moves
    - Phone and LAN installations
    - Overall logistic management
- Interface with appropriate managers to collect data to prepare monthly and quarterly review packages.
- Property custodian maintaining NASA property records and conducting inventories as required.
- Provide support to the EOS PM Project in developing the Project manpower and travel budget requirements.
- Telephone coordinator preparing required request forms and coordinating installations of phone instruments and LAN Connection
- Prepare and modify drawings, flow charts, diagrams, schedules, and narrative charts for project presentation and reports

DELIVERABLES

- Status CM Data Base and Distribution
- Coordinate CCB
- Status Project Status Reviews
- Status Monthly Status Review
- Status Quarterly Status Review

Other Deliverables that occur on a monthly basis as a result of our status accounting cycle, as well as items on an ad hoc basis include:
- Configuration Control Board (CCB) Minutes
- Configuration Change Request (CCR) Status Report
- Open CCR Status Report
- Action Item List

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID:	422-02	Service Forecast Originator: Mark Fontaine
Title:	EOS PM Outreach	IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 9 - Management Information Systems   (QSS JCN: 3047-G23-39)

(Boeing CCN: UAV422M2)

- Design, operate, and maintain Management Information Systems (MIS), including hardware, software, computer, and satellite communications equipment.
- Design, develop, and maintain educational Websites.
- Provide technical support for external organizations involved in outreach, which include NASA and non NASA, Government and educational organizations.
- Provide support for troubleshooting, problem analysis/resolution, and training on MIS-provided hardware, software, and database applications.
- Design and produce multi-media for educational Website(s).
- Travel to remote sites to support/produce LIVE distance learning content. This support requires the following skills:
  - Digital videography; photography; live and "off-line" video production; satellite communications; and remote server administration.
  - Training in the use of NASA data products for the educational community - in one-on-one and classroom settings.

DELIVERABLES

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 424	Service Forecast Originator: Mark Fontaine
Title: EOS Chemistry Project Control	IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, 6 - Scheduling   **QSS JCN:** 3047-I11-39 | **Boeing CCN:** UAV 424 S1

- Develop and maintain instrument and spacecraft schedules and develop an integrated scheduling system.
- Provide schedules, milestone charts, float/trend charts and critical path data for the Project reviews.
- Participate in hardware reviews and visit the hardware providers facility and validate their schedule process.
- Develop charts to provide management with immediate visibility of hardware schedule status.

Performance Requirement 7, 8 Configuration Management   **QSS JCN:** 3047-I12-39 | **Boeing CCN:** UAV 424 C1

- Maintain Configuration Control of the EOS-Chemistry Project baseline documentation.
- Manage and coordinate the Configuration Change Control packages, schedule and implement all activities associated with the Configuration Control Board (CCB) reviews.
- CCB secretary responsible for generating the CCB minutes and distribution of approved change packages.
- Maintain the CM Status Accounting Data Base to track C&R development, disposition and implementation.

Performance Requirement 10 – Documentation/Library

- Develop and update systems for control, storage, and dissemination of all project documentation including configuration management.
- Establish, maintain, and manage project technical library to meet the requirements of the EOS Chemistry Project.
- Develop, maintain, and control and automated information system for tracking and retrieving technical materials from the library.
- Manage and assure the maintenance of the EOS Chemistry technical documentation library to ensure that the library meets all day-to-day requirements of the EOS Chemistry Project.
- Control, identify, maintain, and distribute library documentation, as required.
- Index and catalog all library materials pertaining to project activities for quick retrieval.
- Produce documentation reports such as Library Index, Bi-weekly New Document Report, and others, as required.

Performance Requirement 12 – General Business   **QSS JCN:** 3047-I16-39 | **Boeing CCN:** UAV 424 B1

- Account for total project travel (plan versus actual).
- Review all domestic and overseas travel orders and modifications to assure the accuracy and completeness according to GSFC regulations.
- Maintain an automated Travel Goddard *(TG) log for all travel orders and funds processed against outstanding accounts.
- Provide support to the ESO Chemistry Project in the development of project manpower requirements.
- Establish and implement skill management and training for project control.

- Prepare required documentation and coordinate installation of telephones connections. and Local Area Network
- Act as property custodian maintaining NASA property records and conducting inventories.

DELIVERY SCHEDULE:

- Status CM Data Base and Distribution
- Coordinate CCB
- Status Monthly Status Review
- Status Quarterly Status Review

Other Deliverables that occur on a monthly basis as a result of our status accounting cycle, as well as items on an ad hoc basis include:

- Configuration Control Board (CCB) Minutes
- Configuration Change Request (CCR) Status Report
- Open CCR Status Report
- Action Item List
- Status Project Status Review
- Monthly Project Status Review
- Quarterly Project Status Review
- Independent Annual Review

SERVICE FORECAST
PERIOD 3, AMENDMENT 3

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL (PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2002 THROUGH JUNE 4, 2002

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS AND OPERATING PLANS" OF THE SUBJECT CONTRACT.

CONTRACTING OFFICER

MARCH 15, 2002
DATE

PAAC Contract NAS5-00047
SERVICE FORECAST

	Description	Per 1 End	Per 2 End	Per 3 Amdt 1	Per 3 Amdt 2	Per 3 Amdt 3	Contract to Date
101	Code 101 PJ CTL						
101-02	International Travel						
110	OHR PJ CTL				Revised		
110-02	OHR Recruitment Office				Revised		
114	OHR Training PJ CTL						
114-02	Training Analyst				New		
151-01	FMD Accounting						
151-03	IFMP Accting Backfill						
155-01	HQ Accounting						
201-02	Inst. Support Off. Accounting						
300	OFA PJ CTL						
401-01	KSC Field Office PJ CTL						
401-02	MIO						
403	FPRO PJ CTL						
403-02	PJ Sppt Website Committee						
410	EXP PJ CTL						
415-01	GOES PJ CTL						
415-02	GOES N-Q PJ CTL						
415-03	GOES-R PJ CTL						
420	EOS-G PJ CTL						
420-02	EOS-G Outreach						
420-03	GPM PJ CTL				New		
420-04	LDCM PJ CTL				New		
422	EOS PM PJ CTL						
422-02	EOS PM Outreach						
423	ESDIS PJ CTL						
424	EOS CHEM PJ CTL						
425	ICESat PJ CTL						
425-02	ICESat/GLAS						
426-01	ESMO PJ CTL						
429	NPP PJ CTL						
440	HST PJ CTL						
442	HST FS&S PJ CTL						
443	NGST PJ CTL						
444	SSMO PJ CTL						
450	MSPO PJ CTL						
451	Space Network Project Web					Closed	
454	TDRS PJ CTL						
456	Rapid S/C DEV. PJ CTL						
460-01	STP PJ CTL						
460-02	STP/TIMED						
460-04	STP Outreach						
460-05	STP Budget Data Base					Closed	
460-07	STP External Outreach						
460-09	Living With a Star PJ CTL						
460-10	Living With a Star PJ Off Sppt						
460-11	Solar Dynamics Observatory Project				New		
470	ESSPO PJ CTL						
474	TRIANA PJ CTL				Closed		
480	POES PJ CTL						
480-02	EUMETSAT Sched Sppt						
490	New Millenium EO-1, LISA and ST7						
490-02	Constellation-X PJ CTL					New	
495	ST5 PJ CTL						
501	Website Sppt to AETD BMO						
541	Mat Eng Branch PJ CTL				Closed		
543-01	ASTRO E-2 CM					Closed	
550-01	Server Ops and Admin Sppt					New	
551	Optics Branch PJ CTL						
571	GN&C Sys Eng Branch PJ CTL						
603	Code 603 PJ CTL						
630	SSDOO PJ CTL						
696	SOUNDING ROCKETS						
700-01	GPM PJ CTL					Closed	
700-03	Constellation-X PJ CTL / Web					Closed	
703-01	NOO PJ CTL					Closed	
710	C-E Tech. Dev. Pgm.						
710-02	NTID PJ CTL						
740	Flight Instr Div PJ CTL						
740-01	GLAST PJ CTL						
740-15	GLAST ACD Instr PJ CTL						
740-16	PFO Info Mgmt Sys Dev						
740-17	PFO Database Dev						
740-18	Server Ops and Admin Sppt						
740-19	MLA Instr PJ CTL				Revised		
900-01	Project Control						
900-02	Project Control						
900-03	Project Control						
900-04	Project Control						
900-06	Project Control						
900-07	Project Control						
900-08	Project Control						
900-09	Project Control						
900-11	Project Control						
900-12	Project Control						
900-13	Project Control						
900-14	Project Control						
900-15	Project Control						
900-16	Travel Admin Sppt						
900-17	Global Change Data Center						
900-18	Sched Sppt for SLR2000 Proj						
900-19	Gen Bus Sppt to GPM Office						
New =		80	108	0	4	2	114
Revised =		20	47	0	3	0	50
Closed =		9	22	0	2	6	30
Active =		71	86				84
							Totals

Note 1 - Periods 1 and 2 data has been hidden and appears only in summary form.
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Note 2 - Service Order 740 is a composite of 533s 740-07, 740-08, 740-09, 740-10,
740-11, 740-12, and 740-14.

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 490-02	Service Forecast Originator: Jane Liu
Title: Constellation-X Project Control	IST Leader: Bill Gallagher

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business |QSS JCN: 3047-V26-39 |

The contractor shall perform the following:

The contractor will support the Constellation-X project as required; duties may include but not be limited to:

- Prepares documents and presentations.
- Develops and maintains project files.
- Develops and maintains tracking systems and project-related databases.
- Coordinates and supports meetings and conferences.
- Generates procurement requests.
- Designs and maintains assigned project Web pages and updates Web site documents, as required.
- Analyzes administrative data.
- Maintains project library/database.
- Performs configuration management duties for images and documents maintained in the project library.

DELIVERY SCHEDULE:

- Monthly Status Review presentation package and report – monthly

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 550-01 Title: Server Operations and Administrative Support	Service Forecast Originator: Bonnie Norris IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 9 - Management Information Systems (QSS JCN: 3047-563-39)

• The contractor shall provide server operations and administrative support functions for the servers listed below. The server operations and administrative support functions provided by the contractor shall comply with NASA 2810. The contractor shall provide transition support as the servers are distributed to new organizations during a reorganization period. An identification and descriptions of the servers to be supported by the contractor as well as specific functions to be provided in support of specific servers are as follows:

Instra2 server: A Solaris 7 server running Oracle and Apache that contains data for many instruments including IRAC, GLAS, GLAST, XDS, ICESAT. The contractor shall be responsible for backups, user accounts, patches and interfacing with the CM personnel and the DBA for this server.

STAACSUN: The contractor shall be responsible for day-to-day operations of the Solaris 7 server including backups, permissions and user accounts.

Clipart293: A file, web, FileMaker and mail server (AppleShare IP 6.3) This server provides space serving the graphic artist community, FileMaker Pro databases for IRAC, a mailing list for the graphic artist community, and it also provides authentication for some Macintosh desktops.

OSXSERVER: A web, file and QuickTime Streaming server (OS X Server 2.0) that provides access to Macintosh software and the ability to steam QuickTime movies.

GSFC-STAAC: A file server and print server for Code 700, wins server for both Code 500 and Code 700 (NT 4).

STAAC-Mail: A mail and backup server (NT 4) containing approximately 150 accounts within Code 700 using mail server (server also running anti-virus software for email scanning), also backing up other servers and users with Backup Exec.

STAACSERVE: A main user file and print server for Code 700 (Windows 2000), also running an action item tracking database with mySQL and Apache.

STAACSHARE: A server for in-house projects for graphic artists (Windows 2000), also eventual successor server to GSFC-STAAC.

STAACCDR: A Macintosh backup server, a CD burner and an anonymous ftp server. Computer used to run Retrospect to back up users' Macintosh computers, create cross-platform distributable CDs and provide a small share point for file exchange.

STAAC-PDC: The Domain Controller for the STAAC Domain, authenticating approximately 300 users (NT 4).

Mac User Support: The contractor shall also provide Mac user support (including set-up, S/W installation, maintenance, upgrades and troubleshooting) for Code 550 and the Code 500 Directorate Office

DELIVERABLES: Services to be delivered as specified above.

PERIOD OF PERFORMANCE: 25 February 2002 through 31 October 2002

SERVICE FORECAST
PERIOD 3, AMENDMENT 2

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
(PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2002 THROUGH JULY 12, 2002

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS AND OPERATING PLANS" OF THE SUBJECT CONTRACT.

CONTRACTING OFFICER   FEBRUARY 15, 2002
                                           DATE

	Description	Per 1 End	Per 2 End	Per 3 Amdt 1	Per 3 Amdt 2	Contract to Date
101	Code 101 PJ CTL					
101-02	International Travel					
110	OHR PJ CTL				Revised	
110-02	OHR Recruitment Office				Revised	
114	OHR Training PJ CTL					
114-02	Training Analyst				New	
151-01	FMD Accounting					
151-03	IFMP Accting Backfill					
155-01	HQ Accounting					
201-02	Inst. Support Off. Accounting					
300	OFA PJ CTL					
401-01	KSC Field Office PJ CTL					
401-02	MIO					
403	FPRO PJ CTL					
403-02	PJ Sppt Website Committee					
410	EXP PJ CTL					
415-01	GOES PJ CTL					
415-02	GOES N-Q PJ CTL					
415-03	GOES-R PJ CTL					
420	EOS-G PJ CTL					
420-02	EOS-G Outreach					
420-03	GPM PJ CTL				New	
420-04	LDCM PJ CTL				New	
422	EOS PM PJ CTL					
422-02	EOS PM Outreach					
423	ESDIS PJ CTL					
424	EOS CHEM PJ CTL					
425	ICESat PJ CTL					
425-02	ICESat/GLAS					
428-01	ESMO PJ CTL					
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460-04	STP Outreach					
460-05	STP Budget Data Base					
460-07	STP External Outreach					
460-09	Living With a Star PJ CTL					
460-10	Living With a Star PJ Off Sppt					
460-11	Solar Dynamics Observatory Project				New	
470	ESSPO PJ CTL					
474	TRIANA PJ CTL				Closed	
480	POES PJ CTL					
480-02	EUMETSAT Sched Sppt					
490	New Millenium EO-1, LISA and ST7					
495	ST5 PJ CTL					
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541	Mat Eng Branch PJ CTL				Closed	
543-01	ASTRO E-2 CM					
551	Optics Branch PJ CTL					
571	GN&C Sys Eng Branch PJ CTL					
603	Code 603 PJ CTL					
630	SSDOO PJ CTL					
696	SOUNDING ROCKETS					
700-01	GPM PJ CTL					
700-03	Constellation-X PJ CTL / Web					
703-01	NOO PJ CTL					
710	C-E Tech. Dev. Pgm.					
710-02	NTID PJ CTL					
740	Flight Instr Div PJ CTL					
740-01	GLAST PJ CTL					
740-15	GLAST ACD Instr PJ CTL					
740-16	PFO Info Mgmt Sys Dev					
740-17	PFO Database Dev					
740-18	Server Ops and Admin Sppt					
740-19	MLA Instr PJ CTL				Revised	
900-01	Project Control					
900-02	Project Control					
900-03	Project Control					
900-04	Project Control					
900-06	Project Control					
900-07	Project Control					
900-08	Project Control					
900-09	Project Control					
900-11	Project Control					
900-12	Project Control					
900-13	Project Control					
900-14	Project Control					
900-15	Project Control					
900-16	Travel Admin Sppt					
900-17	Global Change Data Center					
900-18	Sched Sppt for SLR2000 Proj					
900-19	Gen Bus Sppt to GPM Office					
New =		80	108	0	4	112
Revised =		20	47	0	3	50
Closed =		9	22	0	2	24
Active =		71	86			88
						Totals

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740-11, 740-12, and 740-14.

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

| **Customer ID: 110** | **Service Forecast Originator: Linda Ledman** |
| **Title: OHR Project Control** | **IST Leader: Barbara Parmenter** |

TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business: (CCN: UAV110A1, UAV110B1)

Provide Project Control and Analysis to the Office of Human Resources (Code 110) in the following areas:

- Permanent Change of Station (PCS) and move coordination. Additional responsibilities include: general support for the recruitment program including cooperative education and freshout recruiting. Work involves coordinating with students on co-op program via phone and email, setting up appointments to visit schools, initiating travel orders and processing travel vouchers for recruiters, and miscellaneous other administrative/clerical support tasks.

- Responsible for the administration and maintenance of the Official Personnel Folders (OPFS). Files all SF-50's and other appropriate supporting documentation in the OPFs in accordance with federal personnel regulations. Material is filed within 2 days of receipt except for annual events (pay adjustments, health insurance changes, etc).

- Responsible for ensuring security of the OPFs and able to locate a given Official Personnel Folder at any time. Ensures OPFs are checked out via the Automated Records Maintenance System in accordance with proper procedures and refiled in a timely manner. This includes creating labels for OPF, checking OPFs in and out documenting reason for review.

- Prepares files for transfer to the Records Center and other government agencies. (Responsible for transferring folders to other Federal agencies including the Federal Records Center. Reviews the OPF and ensures all outstanding permanent records have been obtained (e.g. Employee Medical Folder, Employee Performance Folder, Leave Record, etc). Updates the employee service record card indicating the disposition of the OPF. Responsible for requesting the EMF from the Health Unit and requesting the EPF from the Personnel Assistant/Personnel Management Specialist.

- Provides clerical and administrative support to the retirement and benefits program. Requires proficiency in office automation skills such as MSWord, PowerPoint, and Excel to prepare forms, letters, presentations and reports. Also provides clerical and administrative support to the organization.

- Responsible for Reports control for the Office's ADP reports. Ensures that ADP reports are distributed within 2 days of receipt. Develops and maintains a log of all reports and any discrepancies are reported to the NASA Personnel/Payroll Administrator.

DELIVERY SCHEDULE:

- Processed PCS orders in compliance with Travel Regulations.

PAAC CONTRACT NAS5-00047 SERVICE FORECAST / SERVICE ORDER PLAN *QSS* Boeing	
Customer ID: 110.02 **Title: OHR Recruitment Office**	**Service Forecast Originator: Linda Ledman** *Linda Ledman* **IST Leader: Barbara Parmenter** *Barb Parmenter 1-16-02*

TECHNICAL REQUIREMENTS:

Performance Requirement 11 – General Business: (QSS: JCN:) (Boeing CCN:)

Provide onsite support to the Center's Recruitment Program:

- Maintains and analyzes recruitment statistics: # of campuses/job fairs visited, applications per recruiting source, applicants interviewed per recruiting source, applicants selected per recruiting source and applicant selected per recruiter.

- Calculates cost per hire by source.

- Tracks source of fresh outs/mid/senior hires (schools, industry, government, academic).

- Researches sources and benchmarks against other government agencies/industry to determine best recruitment avenues: internet web site, journals, newspapers, job fairs, other sources.

- Prepares recruitment marketing material for use by Center recruiters at college campuses and job fairs and for mid and senior level hires.

- Schedules college campus visits and attendance at job fairs. Makes contact with Career Placement Officers, Job Fair Coordinators and arranges GSFC's attendance. Scheduling for campus and job fair visits is completed in mid-August of each year.

- Updates Recruitment web site as information changes or new information needs to be added.

- Works with newspapers, journals, and advertisement companies to develop innovative advertisements to attract diverse, high quality candidates. Meets deadlines of newspapers and journals to ensure timely advertisements.

- Participates in special recruitment projects such as development of new intern programs, hiring of people with disabilities, etc.

Provide the following knowledge/abilities:

- Knowledge of basic college recruitment principles/sources.

- Knowledge of computer programs (Word, Excel) to develop spreadsheets.

- Skill in using internet, math skills, oral and written communication skills.

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 114.02	Service Forecast Originator: Don Wolford
Title: Training Analyst	IST Leader: Barbara Parmenter

TECHNICAL REQUIREMENTS:

Performance Requirement 11 – General Business: (QSS: JCN:) (Boeing CCN:)

Provide General Business to the GSFC Office of Human Resources (Code 114) in the following areas:

- Create and/or maintain documentation on the database, including user manuals, a data dictionary, and other user training and tracking material.

- Train new users and update current users on a periodic basis (established in conjunction with the training office) on the latest version of the training database software, installing or arranging for installation of updates as needed.

- Evaluate, document, maintain documentation, and make recommendations on the business processes in use in the training office which could affect data entry, implementing any recommendations accepted by the OHR as required.

- Make recommendations on user hardware and software configurations as they relate to the training database currently in use, implementing any recommendations accepted by the OHR as required.

- Create or run any necessary reports (required reports) to evaluate data accuracy, track user compliance, analyze errors, respond to data calls, or as otherwise required by the OHR (ad hoc reports)

- Serve as the Regional Administrator for the AdminStar databases for Goddard and HQ while they are in use by the respective training offices and attend all necessary meetings in that capacity.

Deliverables:

- Within 1 month of the start date, establish, in conjunction with the training office, a set of required reports and their periodicity. All other reports will be considered ad hoc reports.

- Within 3 months of start date, review and document the business processes linked to data entry into the training database.

- Within 6 months of start date, review, revise, or create the user manual and data dictionary for the training database.

Skills and Abilities:

- Knowledge of standard desktop computer software.

- Ability to understand and analyze reports generated by training data base system.

- Ability to train users on computer software

- Communicate orally and in writing.

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 420-03	Service Forecast Originator: Catherine Simkins
Title: GPM Project Control	IST Leader: Richie Weiss

TECHNICAL REQUIREMENTS:

	Sched. & Plan.	CM	MIS	Doc./Lib.	Gen. Bus.
QSS JCNs	3047-E31-39	3047-E32-39	3047-E33-39	3047-E34-39	3047-E36-39
Boeing CCNs	UAV420S2	UAV420C1	UAV420M1	UAV420D1	UAV420B2

Performance Requirement 4, 5, & 6 - Scheduling and Planning
- Develop and maintain instrument and spacecraft schedules and develop an integrated scheduling system.
- Perform schedule analysis and forecast potential impacts to the Project management.
- Provide schedules, milestone charts, float/trend charts and critical path data for the Project reviews.
- Participate in hardware reviews and visit the hardware providers' facility and validate their schedule process.
- Develop charts to provide management with immediate visibility of hardware schedule status.

Performance Requirement 7 & 8 - Configuration Management
- Maintain Configuration Control of the Project baseline documentation.
- Manage and coordinate the Configuration Change Control packages, schedule and implement all activities associated with the Configuration Control Board (CCB) reviews.
- PAAC CCB secretary responsible for generating the CCB minutes and distribution of approved change packages.
- Maintain the CM Status Accounting Data Base to track C&R development, disposition, and implementation.
- Prepare a Configuration Management Plan.

Performance Requirement 9 - Management Information Systems
- Design, operate, and maintain Management Information Systems (MIS), including hardware, software, and local area networks, and conduct analyses of project data and breakdown/set-up project critical personal computer equipment for personnel that relocate.
- Design, develop, and maintain educational outreach web sites.
- Provide technical support for external organizations involved in outreach.
- Provide "Help Desk" service for troubleshooting, problem analysis/resolution, and training on MIS provided hardware, software, and database applications.
- Design and produce multi-media for educational web site.

Performance Requirement 10 - Documentation / Library
- Design, develop, and update systems for control, storage, and dissemination of all project technical and general correspondence documentation.
- Maintain computerized databases current for all Documentation/Library items.
- Develop and implement procedures, forms, and reports for maintenance for Documentation/Library status accounting.
- Provide Project management with reporting and statusing as a requirement.

Performance Requirement 12 – General Business
- Responsible for move coordination whenever elements of the Project are scheduled for moves or facilities modifications; these duties include:
  - Interfacing with Project to identify requirements
  - Prepare request forms for FMD mods and for moves
  - Phone and LAN installations
  - Overall logistic management
- Interface with appropriate managers to collect data to prepare monthly and quarterly review packages.
- Property custodian maintaining NASA property records and conducting inventories as required.
- Provide support to the Project in developing the Project manpower and travel budget requirements.
- Facilitate workshops.
- Telephone coordinator preparing required request forms and coordinating installations of phone instruments and LAN Connection.
- Prepare and modify drawings, flow charts, diagrams, schedules, and narrative charts for project presentation and reports.
- Facilitate an Outreach program.

DELIVERABLES

- Status CM Data Base and Distribution
- Coordinate CCB
- Configuration Management Plan
- Status Project Status Reviews
- Status Monthly Status Review
- Status Quarterly Status Review

Other deliverables that occur on a monthly basis as a result of the status accounting cycle, as well as items on an ad hoc basis include:
- Configuration Control Board (CCB) Minutes
- Configuration Change Request (CCR) Status Report
- Open CCR Status Report
- Action Item List

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 420-04	Service Forecast Originator: Jackie Fiora
Title: LDCM Project Control	IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, & 6 - Scheduling and Planning   QSS JCN: 3047-E41-39 | Boeing CCN: UAV 420 S3

- Develop and maintain instrument and spacecraft schedules and develop an integrated scheduling system.
- Perform schedule analysis and forecast potential impacts to the Project management.
- Provide schedules, milestone charts, float/trend charts and critical path data for the Project reviews.
- Participate in hardware reviews and visit the hardware providers facility and validate their schedule process.
- Develop charts to provide management with immediate visibility of hardware schedule status.

Performance Requirement 7 & 8 - Configuration Management   QSS JCN: 3047-E42-39 | Boeing CCN: UAV 420 C2

- Maintain Configuration Control of the Project baseline documentation.
- Manage and coordinate the Configuration Change Control packages, schedule and implement all activities associated with the Configuration Control Board (CCB) reviews.
- PAAC CCB secretary responsible for generating the CCB minutes and distribution of approved change packages.
- Maintain the CM Status Accounting Data Base to track C&R development, disposition, and implementation.
- Prepare a Configuration Management Plan.

Performance Requirement 12 - General Business   QSS JCN: 3047-E46-39 | Boeing CCN: UAV 703 B3

- Design, operate, and maintain Management Information Systems (MIS), including hardware, software, and local area networks, and conduct analyses of project data and breakdown/set-up project critical personal computer equipment for personnel that relocate.
- Design, develop, and maintain educational outreach web sites.
- Provide technical support for external organizations involved in outreach.
- Provide "Help Desk" service for troubleshooting, problem analysis/resolution, and training on MIS provided hardware, software, and database applications.
- Design and produce multi-media for educational web site.
- Provide liaison to ODIN services.
- Design, develop, and update systems for control, storage, and dissemination of all project technical and general correspondence documentation.
- Maintain computerized databases current for all Documentation/Library items.
- Develop and implement procedures, forms, and reports for maintenance for Documentation/Library status accounting.
- Provide Project management with reporting and statusing as a requirement.
- Responsible for move coordination whenever elements of the Project are scheduled for moves or facilities modifications; these duties include:
  - Interfacing with Project to identify requirements
  - Prepare request forms for FMD mods and for moves
  - Phone and LAN installations
  - Overall logistic management
- Interface with appropriate managers to collect data to prepare monthly and quarterly review packages.

- Property custodian maintaining NASA property records and conducting inventories as required.
- Provide support to the Project in developing the Project manpower and travel budget requirements.
- Participate in the development and facilitation of an automated budget process.
- Facilitate workshops.
- Telephone coordinator preparing required request forms and coordinating installations of phone instruments and LAN Connection.
- Prepare and modify drawings, flow charts, diagrams, schedules, and narrative charts for project presentation and reports.
- Facilitate an Outreach program.

DELIVERABLES

- Status CM Data Base and Distribution
- Coordinate CCB
- Configuration Management Plan
- Status Project Status Reviews
- Status Monthly Status Review
- Status Quarterly Status Review
- Schedules, analyses, forecasts, milestone/float/trend charts and critical path data, as required.

Other deliverables that occur on a monthly basis as a result of the status accounting cycle, as well as items on an ad hoc basis include:
- Configuration Control Board (CCB) Minutes
- Configuration Change Request (CCR) Status Report
- Open CCR Status Report
- Action Item List

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 460-11 Title: Solar Dynamics Observatory Project	Service Forecast Originator: Tom Miller *[signature]* IST Leader: Bill Gallagher *[signature]*

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, & 6 – Scheduling and Planning (QSS JCN: 3047-QB1-39)

- Prepare plans and schedules establishing Project timelines, identifying interfaces between organizations that provide continuous performance status and support the financial evaluation of monthly contractor cost reports. Establish the critical path based on comprehensive network schedules and related analyses. Provide schedule data to support Project institutional requirements in reviews such as: Non-Advocacy Reviews (NARs), Project Operating Plans (POPs), Execution Phase Project Plans, manpower and travel planning, contract negotiations and independent cost studies.

DELIVERY SCHEDULE:

- Schedule Package (monthly)
- Network Schedules
- Program Review Master Schedules (monthly)
- Special presentation charts and reports (on demand)

Performance Requirement 7 & 8 – Configuration Management (QSS JCN: 3047-QB2-39)

- Develop, coordinate, implement and maintain the SDO Project CM Procedure that meets the requirements of 400-PG-1410.2.1. Review contractor CM Plans to ensure compliance with these documents and the CM requirements of the contract(s), and perform audits as necessary to verify effective CM implementation.
- For in-house work, identify configuration items (hardware, software, documentation, and data) and facilitate engineering drawing release, engineering order release, and Work Order Authorization processes.
- Process configuration change requests (CCRs), waivers, and deviations for cost, schedule, and technical impact assessments, and support the CCB in the evaluation and disposition of CCRs.
- Prepare and distribute CCB minutes and facilitate action items systems for CCB directives.
- Provide effective coordination and complete timely documentation updates of all approved changes.
- Establish and maintain audit trails for configuration changes, and track the implementation status of approved changes through procurement.
- Manage an up-to-date library system for CM-controlled documents (hard copy and electronic versions).
- Provide data management including coordinating and facilitating Contract Data Requirements List (CDRL) deliverables from Project Contractors.

DELIVERY SCHEDULE:

- CM Plan, Procedures and Revisions (on demand)
- Configuration Change Requests (on demand)
- Configuration Status Accounting Reports (on demand)
- Configuration Control Board Meeting Agenda (biweekly or on demand)
- Configuration Control Board Meeting Minutes (within 14 days after CCB meeting)
- Processed Work Order Authorization (on demand)
- Processed Engineering Orders (on demand)
- Released Engineering Drawings (on demand)
- Facilitate Review Process for Contractor Deliverables

Performance Requirement 12 – General Business

- Prepare presentation packages containing graphics and reports (drawing, sketches, flow charts, diagrams, schedules, and narrative charts) summarizing technical and financial data provided by the Project staff for Project presentations and reporting. Establish and maintain files, records and data used to prepare technical reports and presentations.
- Logistically control flight hardware, ground support equipment, and other project property and coordinate personnel moves by coordinating and developing plans to accomplish facility modifications, determination of space and telephone requirements, establishment of move schedules, and physical relocation coordination of personnel and equipment.
- Maintain project and GSFC NEMS property management systems, property inventory, space flight hardware shipment coordination, and sensitive controlled property, excessing and disposal in accordance with applicable GSFC and project procedures.
- Establish and maintain supply inventories.
- Coordinate/prepare shipping documents for government approval.
- Prepare and transport small items for FedEx and Express mail.
- Provide for retrieval, coordination, and summary presentation of civil service and contractor manpower and travel data for budget development, and manpower planned to actual variance reporting.
- Prepare furniture requisitions, coordinating and arranging transportation, delivery and set-up, furniture disposal, and relocation of furniture.
- Coordinate and prepare facilities maintenance work orders of various types and reporting progress.
- Photocopy, paginate and bind documentation.
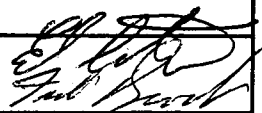
DELIVERY SCHEDULE:

- Goddard Project Monthly Status Review (GPMSR - monthly)
- Project Technical Review packages (i.e. PDR, CDR, etc.) (per schedule)
- Quarterly Program Review packages
- Special Reports
- A current data base of Project property
- Completed shipping documents (on demand)
- Completed telephone work orders (on demand)
- Completed requisition forms (on demand)
- Facility modification progress reports (on demand)
- Manpower and travel data (on demand)
- Photocopied documentation (on demand)

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 740-19 Title: MLA Instrument Project Control	Service Forecast Originator: Ed Amatucci IST Leader: Fred Brooks/Walt Majerowicz

02/04/02

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, & 6 – Scheduling & Planning (QSS JCN: 3047-7T1-39   Boeing CCN:UAV740SK)

- The contractor will provided support in the development of the Project required schedules using MS Project software.

- Additional project support, as needed.

Performance Requirement 7 & 8 - Configuration Management   (QSS JCN: 3047-7T2-39   Boeing CCN:UAV740C3)

- Maintain Configuration Control of the Project baseline documentation.

- Manage and coordinate the Configuration Change Control packages, schedule and implement all activities associated with the Configuration Control Board (CCB) reviews.

- PAAC CCB secretary responsible for generating the CCB minutes and distribution of approved change packages.

- Maintain the CM Status Accounting Data Base to track C&R development, disposition, and implementation.

DELIVERY SCHEDULE:

- Baseline MLA Schedule
- Monthly schedule update (each month at mid-month)
- Management Milestone charts – (monthly)
- Status CM Data Base and Distribution
- Coordinate CCB

Other deliverables may occur on a monthly basis as a result of the status accounting cycle, as well as items on an ad hoc basis, that include:
- Configuration Control Board (CCB) Minutes
- Configuration Change Request (CCR) Status Report
- Open CCR Status Report
- Action Item List(s)

NOTE: Customer can terminate support as necessary.

SERVICE FORECAST
PERIOD 3, AMENDMENT 1

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
                          (PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2002 THROUGH JULY 12, 2002

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS
AND OPERATING PLANS" OF THE SUBJECT CONTRACT.

CONTRACTING OFFICER   <u>JANUARY 15, 2002</u>
                          DATE

PAAC Contract NAS5-00047
SERVICE FORECAST

PAAC ID	Description	Per 1 End	Per 2 End	Per 3 Amdt 1	Contract to Date
101	Code 101 PJ CTL				
101-02	International Travel				
110	OHR PJ CTL				
110-02	OHR Recruitment Office				
114	OHR Training PJ CTL				
151-01	FMD Accounting				
151-03	IFMP Accting Backfill				
155-01	HQ Accounting				
201-02	Inst. Support Off. Accounting				
300	OFA PJ CTL				
401-01	KSC Field Office PJ CTL				
401-02	MIO				
403	FPRO PJ CTL				
403-02	PJ Sppt Website Committee				
410	EXP PJ CTL				
415-01	GOES PJ CTL				
415-02	GOES N-Q PJ CTL				
415-03	GOES-R PJ CTL				
420	EOS-G PJ CTL				
420-02	EOS-G Outreach				
422	EOS PM PJ CTL				
422-02	EOS PM Outreach				
423	ESDIS PJ CTL				
424	EOS CHEM PJ CTL				
425	ICESat PJ CTL				
425-02	ICESat/GLAS				
428-01	ESMO PJ CTL				
429	NPP PJ CTL				
440	HST PJ CTL				
442	HST FS&S PJ CTL				
443	NGST PJ CTL				
444	SSMO PJ CTL				
450	MSPO PJ CTL				
451	Space Network Project Web				
454	TDRS PJ CTL				
456	Rapid S/C DEV. PJ CTL				
460-01	STP PJ CTL				
460-02	STP/TIMED				
460-04	STP Outreach				
460-05	STP Budget Data Base				
460-07	STP External Outreach				
460-09	Living With a Star PJ CTL				
460-10	Living With a Star PJ Off Sppt				
470	ESSPO PJ CTL				
474	TRIANA PJ CTL				
480	POES PJ CTL				
480-02	EUMETSAT Sched Sppt				
490	New Millenium EO-1, LISA and ST7				
495	ST5 PJ CTL				
501	Website Sppt to AETD BMO				
541	Mat Eng Branch PJ CTL				
543-01	ASTRO E-2 CM				
551	Optics Branch PJ CTL				
571	GN&C Sys Eng Branch PJ CTL				
603	Code 603 PJ CTL				
630	SSDOO PJ CTL				
696	SOUNDING ROCKETS				
700-01	GPM PJ CTL				
700-03	Constellation-X PJ CTL / Web				
703-01	NOO PJ CTL				
710	C-E Tech. Dev. Pgm.				
710-02	NTID PJ CTL				
740	Flight Instr Div PJ CTL				
740-01	GLAST PJ CTL				
740-15	GLAST ACD Instr PJ CTL				
740-16	PFO Info Mgmt Sys Dev				
740-17	PFO Database Dev				
740-18	Server Ops and Admin Sppt				
740-19	MLA Instr PJ CTL				
900-01	Project Control				
900-02	Project Control				
900-03	Project Control				
900-04	Project Control				
900-06	Project Control				
900-07	Project Control				
900-08	Project Control				
900-09	Project Control				
900-11	Project Control				
900-12	Project Control				
900-13	Project Control				
900-14	Project Control				
900-15	Project Control				
900-16	Travel Admin Sppt				
900-17	Global Change Data Center				
900-18	Sched Sppt for SLR2000 Proj				
900-19	Gen Bus Sppt to GPM Office				
New =		80	108	0	108
Revised =		20	47	0	47
Closed =		9	22	0	22
Active =		71	86		86
					Totals

Note 1 - Periods 1 and 2 data has been hidden and appears only in summary form.
The data can be unhidden for review.
Note 2 - Service Order 740 is a composite of 533s 740-07, 740-08, 740-09, 740-10, 740-11, 740-12, and 740-14.
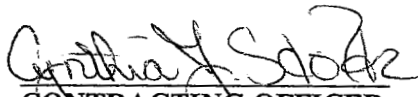
SERVICE FORECAST
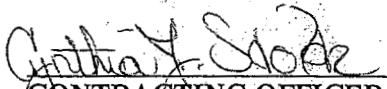# PERIOD 3

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
(PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2002 THROUGH JULY 12, 2002

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